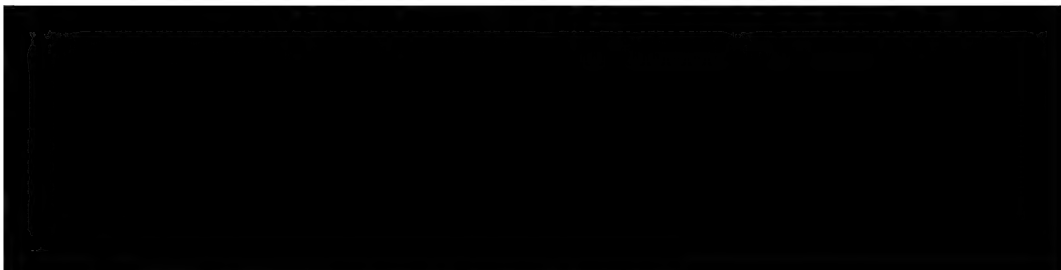


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MINUTES OF THE SEVENTH MEETING OF THE OCD CAREER SERVICE BOARD

18 December 1952



I. TRAINING AND ROTATION STATUS REPORTS

The Secretary reported on the number of OCD personnel entered in various types of training since 16 November, and on the status of those participating in external training programs or rotation assignments. See Tabs A, B, and C herewith.

II. APPLICATIONS FOR TRAINING

- a. The Board reviewed applications for the IBM Management Course at Endicott, New York and forwarded them to the Assistant Director recommending approval.
- b. Applications for the Air Weapons Course at Maxwell Field, Alabama were also considered by the Board. The Chairman emphasized the interest that OCD has in this course, and suggested that these and future applications should be placed on a slate arranged according to priority.
- c. The Board disapproved a request for language training during duty hours for an individual whose future CIA status is uncertain.

III. REIMBURSEMENT FOR EXTERNAL TRAINING

The Board was informed by the Chairman that in the future, in accordance with a forthcoming memorandum from the Office of Training, reimbursement for external training will not be considered unless the request for training was submitted for approval prior to the commencement of the course.

The Chairman noted that the OTR memorandum was not intended to discourage individuals who have enough interest or initiative to take courses of instruction at their own time and expense.

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IV. ROTATION

25X1A9a a. [REDACTED] inquired as to the possibility of rotating OCD personnel to the Department of Commerce. The Chairman directed Liaison Division to follow up this inquiry.

25X1A9a b. [REDACTED] mentioned a possible rotation from CIA Library to Liaison Division of a reference librarian familiar with indexing problems to set up a cross reference index system to all requirement directives issued or received by CIA. [REDACTED] and [REDACTED] will take this request under advisement.

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V. LETTERS OF RECOGNITION OF LONG INTELLIGENCE SERVICE

The Chairman directed the Division Chiefs to submit the names of those persons in their divisions who had an aggregate of ten or more years of intelligence service as of 1 December 1952. The list will be forwarded to the CIA Career Service Board in accordance with their Honor Awards Program.

VI. TRAINING COURSE REQUEST

25X1A9a [REDACTED] expressed interest in entering OCD personnel in a training course on Photo Intelligence given by the Department of Agriculture. A follow-up will be made by the Training Officer/OCD to determine whether CIA funds could be used for this course.

[REDACTED]
Secretary
OCD Career Service Board

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